

## APPLICATION REQUIREMENTS

The Indiana House Democratic Internship is open to college juniors, seniors and graduate students as well as recent graduates. Sophomores who are interested in applying will be evaluated on a case-by-case basis. No specific major is required, but a successful candidate must have a desire to learn about government.

### Necessary Practical Skills

- Excellent writing skills
- Exceptional interpersonal skills
- Basic computer skills
- Public speaking skills
- Organizational skills
- Effective time management
- Professional attitude

### How to Apply

- Fill out the application form located on our website, [www.indianahousedemocrats.org/intern](http://www.indianahousedemocrats.org/intern).
- Submit your completed application form, and upload a cover letter, résumé, 3 letters of recommendation, and an official copy of your academic transcript.
- If you experience any issues when applying, please contact the Intern Director listed below.

### Additional Information

Appointments for interviews are made on a competitive basis, with attention given to the application, academic record, work-related experiences and the value of the internship to the students. Successful candidates will be notified by the end of November.

### Questions?

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Indiana House Democratic Intern Director  
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Indianapolis, IN 46204  
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*"It was a more substantive experience than most of my college friends were able to get elsewhere, which in turn was something that seemed to stand out to a lot of employers on interviews I've gone on since."*

– Ryan Hehner  
Public Interest Law Initiative Fellow  
at the Alliance for the Great Lakes;  
Member of the 2009  
Internship Class

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# INDIANA HOUSE DEMOCRATIC INTERNSHIP

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*"A statehouse internship can be a doorway to a career in politics or public service, but also offers interns a unique opportunity to learn how our [state] government works and how you can work with it to improve yourself and your community."*

– Kevin Mealy, Political Communications Liaison for the  
Oregon Nurses Association;  
Member of the 2009 Internship Class

## APPLICATION DEADLINE: OCT. 31, 2016

JANUARY  
TO  
APRIL

APPLICATION  
DEADLINE

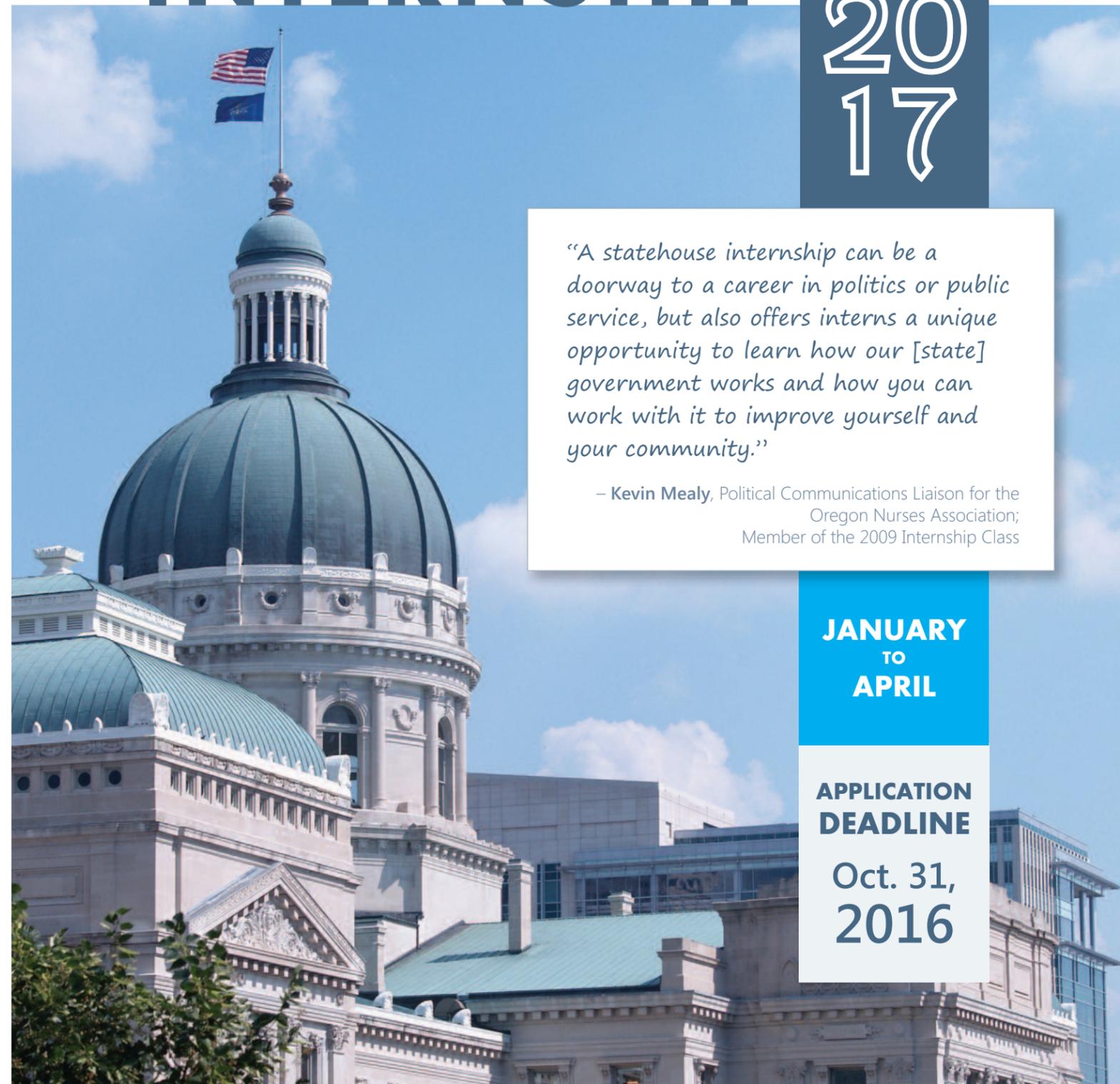
Oct. 31,  
2016



U.S. Senator Joe Donnelly speaks to the 2016 Intern Class



2016 Intern Class meets with  
U.S. Congressman André Carson



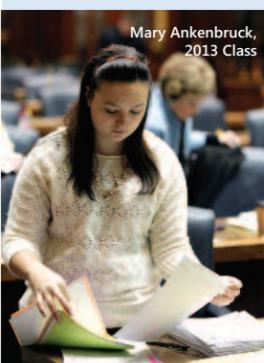
## PROGRAM OVERVIEW

The Indiana House Democratic Internship program is an excellent opportunity to acquire hands-on experience with the legislative process. Interns will work full-time with State Representatives and legislative staff during the legislative session in Indianapolis. Below you will find a brief description of the six types of internship positions available:

<p><b>Legislative &amp; Constituent Services</b></p>	<ul style="list-style-type: none"> <li>• Assist State Representatives and their legislative staff with daily tasks</li> <li>• Facilitate correspondence between state agencies, constituents and representatives to resolve issues</li> <li>• Research and respond to legislative questions posed by legislators and constituents</li> <li>• Track bills through the legislative process</li> <li>• May assist policy staff by covering committees and preparing reports</li> </ul>
<p><b>Black Legislative Caucus</b></p>	<ul style="list-style-type: none"> <li>• Perform all the duties of a Legislative &amp; Constituent Services intern (see description above)</li> <li>• Assist with event planning and staffing for events that the Black Legislative Caucus hosts</li> <li>• Assist with Black Legislative Caucus meetings including taking detailed notes and preparing minutes for future meetings</li> </ul>
<p><b>Policy Analyst</b></p>	<ul style="list-style-type: none"> <li>• Research, track and analyze amendments and bills</li> <li>• Staff legislative committees and prepare committee reports for legislators</li> <li>• Search for existing language in the Indiana Code</li> <li>• Assist staff and legislators with legislative and fiscal inquiries</li> </ul>
<p><b>Ways &amp; Means Fiscal Analyst</b></p>	<ul style="list-style-type: none"> <li>• Create and maintain Ways &amp; Means Committee bill tracking database</li> <li>• Prepare summaries of Ways &amp; Means Committee action</li> <li>• Monitor tax- and finance-related bills assigned to committees other than the Ways &amp; Means Committee</li> <li>• Assist the Ways &amp; Means Fiscal Staff with the interpretation and analysis of committee and second reading floor amendments</li> </ul>
<p><b>Media Relations</b></p>	<ul style="list-style-type: none"> <li>• Write news releases, statements and guest columns</li> <li>• Assist with content for legislators' websites</li> <li>• Monitor news coverage of Indiana State Legislature</li> <li>• Record radio feeds for distribution</li> <li>• Assist in coordinating press conferences and media availabilities for legislators</li> </ul>
<p><b>Video Production</b></p>	<ul style="list-style-type: none"> <li>• Assist in the production and editing of video segments for an internet audience</li> <li>• Record legislative proceedings on the House Chamber floor, press conferences and other events at the Statehouse</li> <li>• Assist with social media content, website updates and streaming video</li> <li>• Additional skills that are not required but may be utilized include IT troubleshooting and digital photography</li> </ul>

*“The people I met and the experiences I had in the Statehouse were exactly what I needed to land my first real job at the Department of Education.”*

– **Samantha Hart**  
Deputy Press Secretary in the Indiana Department of Education; Member of the 2012 Internship Class



*“Having previous experience with government greatly helped me in securing an internship with the State Department in Washington, D.C.”*

– **Mary Ankenbruck**  
Master’s degree candidate studying European Relations; Member of the 2013 Internship Class

## WHAT TO EXPECT

The Indiana House Democratic Interns are paid \$700 bi-weekly and have the ability to earn academic credit for completing the internship. One student from the intern class will also be selected to receive a \$3,000 scholarship sponsored by Verizon Communications Inc. Below you will learn more about the expectations we have for our interns:

**Time Commitment**



The internship is a full-time job. Interns typically work 7.5 hours a day between 8 a.m. and 4:30 p.m. from Monday through Friday. Working over 7.5 hours in a day will not garner overtime pay. Some days require interns to stay later. Usually, interns will have prior notice for those days. Interns are not eligible for vacation or paid sick days off work.

Orientation begins in late December or early January. The 2017 internship will last through April 2017.

**Where to Live**

It is recommended that interns relocate to the Indianapolis area if accepted into the internship program. There are plenty of housing opportunities around the downtown area, and many places are willing to negotiate short-term leases. Some also offer student or government worker discounts.



**Academic Credit/Classes**



Academic credit for the internship is determined by the school the intern attends. Students interested in participating in the internship should consult their academic advisor with questions regarding academic credit.

Interns are able to take classes during their internship, however; school schedules should not interfere with the internship. Interns that need to take classes during the internship are encouraged to take online courses or participate in the 300 level Political Science class that is offered through Indiana University-Purdue University Indianapolis. This 3-credit hour course is specifically designed for students who participate in an internship with the Indiana General Assembly. It is not recommended that you take more than one course during the internship and any courses taken cannot occur during normal business hours.

*“If you’re passionate about equality and have a zealous need to speak up for those who can’t speak for themselves, this internship is for you.”*

– **Pete Weldy**  
Director of Policy and Research for the Indiana Department of Education; Member of the 2013 Internship Class



*“This internship gave me great insight into state level politics. Having an inside view on how the process works is an opportunity that should not be taken for granted.”*

– **Ose Agho**  
Project Consultant at Thomas P. Miller and Associates; Member of the 2014 Internship Class